

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR - FINANCIAL AID**

SALARY TABLE: **30**

SALARY RANGE: **155**

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, control and direct Financial Aid Office operations and activities; coordinate and direct Financial Aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and activities of the Financial Aid Office; establish and maintain Financial Aid time lines and priorities; assure related activities comply with College, State and federal standards, requirements, laws, codes, regulations, polices and procedures related to Financial Aid.

Coordinate and direct Financial Aid funds, budgets, personnel, information, training activities and reporting functions to meet student needs and assure smooth and efficient activities; oversee the development and implementation of Office plans, programs, projects, services, goals, objectives and systems; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for accuracy, completeness and compliance with established standards, requirements and procedures.

Plan, organize, control and direct the distribution, collection, review and evaluation of student financial aid forms and applications; coordinate activities to assure proper determination of student eligibility for a variety of financial aid such as loans, scholarships and work-study programs; direct and participate in the selection of students for financial aid awards.

Monitor and analyze Financial Aid operations and activities for financial effectiveness and operational efficiency; provide technical direction and assistance in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.

Direct and participate in providing technical assistance to students, College personnel and others concerning Financial Aid operations and programs; respond to inquiries, resolve student issues and conflicts and provide detailed and technical information concerning related funds, awards, applications, standards, requirements, laws, codes, regulations, policies and procedures.

February 2021

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Direct and participate in the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to financial aid, students, awards, accounts, income, expenditures, budgets, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate personnel or governmental agency according to established time lines.

Plan, develop, implement and conduct training sessions concerning Financial Aid operations, programs and related standards, requirements, policies and procedures; prepare and deliver oral presentations; prepare and distribute related training materials and documentation; assure employee understanding of established requirements.

Develop and prepare the annual preliminary Financial Aid budget; analyze and review budgetary and financial data; control and authorize expenditures and monitor the distribution of Financial Aid funds to assure accordance with established limitations; review and analyze student financial information and determine and authorize exceptions as appropriate.

Compile, analyze and distribute a variety of financial and statistical data related to Financial Aid programs; coordinate Financial Aid data, awards, communications and information between departments, administrators, personnel, outside organizations and various local, State and federal agencies; oversee the preparation and distribution of Financial Aid correspondence and documents.

Provide technical information and assistance to the Assistant Dean-Educational Programs regarding Financial Aid activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a computer and assigned software; direct the development, modification and implementation of computerized financial aid systems; assure new systems, programs and applications adopt with existing systems; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Financial Aid Office operations and activities.

Technical practices, procedures and techniques involved in determining student eligibility for a variety of financial aid such as loans, scholarships and work-study programs.

College, State and federal standards and requirements related to scholarships, grants, loans, awards and other designated forms of financial aid.

Preparation of financial statements and comprehensive accounting reports.

Financial and statistical record-keeping techniques.

Practices, procedures and techniques involved in the development and implementation of training activities.

Methods and techniques of financial aid need analysis.

February 2021

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Record retrieval and storage systems.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Plan, organize, control and direct the operations and activities of the Financial Aid Office.
Coordinate and direct Financial Aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel
Oversee the development and implementation of Financial Aid plans, programs, projects, services, goals, objectives and systems.
Assure proper and timely resolution of Financial Aid issues, conflicts and discrepancies.
Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.
Coordinate activities to assure proper determination of student eligibility for financial aid.
Direct and participate in the selection of students for financial aid awards.
Plan, develop, implement and conduct training sessions concerning Financial Aid.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative, financial and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field and five years of increasingly responsible experience in a college financial aid office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.